

Financial Management Reporting Requirements

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2D entitled "NASA Contractor Financial Management Reporting, dated May 23, 2001, and additional instructions issued by the Contracting Officer.

a. Level of Detail

An individual 533 Report shall be provided for each Task Order and a cumulative 533 sheet summarizing all Task Orders issued. The reports shall contain a breakdown of each service area by the elements of cost listed below.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.13 "Financial Management Reporting." The 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported.

c. Reporting Requirements

Each report sheet shall provide costs data for reporting categories presented below:

1. Prime Direct Labor Hours:

Onsite

(List by name and applicable labor categories)

Offsite

(List by name and applicable labor categories)

Total Direct Labor Hours Onsite

Total Direct Labor Hours Offsite

Total Prime Direct Labor Hours

Subcontractor A:

Onsite hours

(List by name and applicable labor categories)

Offsite hours
(List by name and applicable labor categories)

Subcontractor B:

Onsite hours
(List by name and applicable labor categories)

Offsite hours
(List by name and applicable labor categories)

Total Subcontractor Hours Onsite
Total Subcontractor Hours Offsite
Total Subcontractor Labor Hours

2. Prime Direct Labor Dollars:

Onsite
(List by name according to applicable labor categories)

Offsite
(List by name according to applicable labor categories)

Total Direct Labor Dollars Onsite
Total Direct Labor Dollars Offsite
Total Prime Direct Labor Dollars

3. Overhead Expenses:

Onsite Overhead
Offsite Overhead
Prime site Overhead
Total Overhead

4. Other Direct Costs (ODCs):

- a. Subcontracts (list separately)
- b. Material
- c. Travel
- d. Program Management

e. Administrative

f. Other (specify)

Total ODCs

5. Subtotal (Labor, Overhead & ODCs)

6. G&A Expense

7. Total Estimated Cost

8. Fixed Fee

9. Total Cost-Plus-Fixed-Fee (CPFF)